

# ATP-7 Operating Procedures/Policies

## I. Name:

The name of the Area Transportation Partnership (ATP) to be used for all official activities and communications is:

- ATP-7

## II. Purpose:

The ATP-7 was established to bring together the transportation improvement recommendations of the RDC's, MnDOT, MAPO cities and counties into an integrated list of transportation investments in the form of the Area Transportation Improvement Program (ATIP). The ATP-7 will also review and comment on the draft STIP, establish criteria for project selection, work with the MAPO to incorporate projects from their TIP, participate with the District in the development and/or review of policies and procedures for managing the program, and developing/reviewing priority lists for programs that are not included in the target.

## III. Area Served:

The ATP-7 serves an area made up of the 13 counties that comprise the MnDOT District 7 State Aid area: Blue Earth, Brown, Cottonwood, Faribault, Jackson, Le Sueur, Martin, Nicollet, Nobles, Rock, Sibley, Waseca and Watonwan.

## IV. Membership:

A. The membership of the ATP-7 currently consists of 16 members:

**4 MnDOT Representatives:** The representatives are selected by the Transportation District Engineer (TDE).

**2 Regional Development Commission Representatives (RDC):** Each RDC, Southwest RDC and Region Nine; appoint a representative to the ATP-7 on an annual basis.

**2 County Engineers:** The District County Engineers Association annually appoints two county engineers to the ATP-7.

**2 City Engineers:** The City Engineers for cities of over 5,000 population in District 7 annually appoint two city engineers to the ATP-7.

**2 Transit Representatives:** Public transit providers in District 7 shall annually select two representatives to the ATP-7.

**3 Elected Officials:** AMC-7 and AMC-8 will each annually appoint a county commissioner from an ATP-7 member county to the ATP-7. The Minnesota League of Cities annually appoints a mayor or councilperson from a city of over 5,000 population to the ATP-7.

**1 Mankato/North Mankato Area Planning Organization (MAPO)**

**Representative:** The MAPO Policy Board shall annually appoint one representative to the ATP-7.

- B. Membership is reviewed by the ATP-7 on an annual basis. The size and composition of the membership may change as agreed to by the members of the ATP-7.
- C. Each appointing body shall annually select or re-affirm their representative to the ATP-7. Notification of membership changes should be submitted to MnDOT District 7 by August 1 of each year. New terms will begin on September 1 of each year.
- D. Each year the ATP-7 shall select a chair and vice-chair from their membership at the first meeting after September 1.
- E. Each member has the following responsibilities:
  - All new ATP members are provided member orientation to help familiarize themselves with the entire process.
  - Shall provide an area-wide, jurisdiction-blind perspective on the candidate projects.
  - Shall pass information about ATP-7 activities on to their constituent group.
  - Shall serve on sub-committees or task forces as appointed by the chair or as defined in the ATP-7 operating procedures.
  - May select an alternate from their constituent group to stand in for the member as necessary.
- F. The role of **Transportation District Engineer** shall be ultimately accountable to see that the intent of the Federal Transportation Law and statewide investment goals are implemented, including:
  - Ensuring a fair, equitable and open process for project solicitation, evaluation and ranking.
  - Ensuring that the ATP-7 membership reflects the interests of the transportation partners.
  - Ensuring that the ATIP is completed in a timely manner.
  - Ensuring that adequate resources are available to staff and manage the activities of ATP-7.
  - Guaranteeing opportunities for public participation in the ATP process and ensuring that minutes and meeting notifications are sent to interested parties and that ATP-7 ATIP is made available to the media, area legislators and the congressional delegation.
  - Deciding which projects to include in the ATIP.
  - Managing changes to the STIP while meeting budget constraints, including amendments and modifications.

**V. Meetings:**

- A. The **chairperson** shall be responsible to:
  - Set agenda, date, and time of the meetings.
  - Conduct the meetings in an open, fair manner respecting the rights of all ATP-7 members to be fairly heard.

- Serve as official signature for all ATP-7 documents.
- B. The **vice-chair** shall be elected to act as chair when the chair is absent.
- C. The ATP-7 will review the operating procedures in the summer months of each year.
- D. All meetings of the ATP-7 are open to the public. Visitors are allowed to address the ATP within the confines of the agenda topics and time limits.

## VI. ATIP Development:

- A. The ATP shall follow STIP funding guidance for each category of projects and shall integrate the priority lists into the four year ATIP.
- B. The ATP-7 shall annually solicit candidate projects in the following categories:
  - Transportation Alternatives (TAP)
  - STP–Small Urban
  - STP–Rural
  - STP–Transit (funds from STP – Small Urban)

MAP-21 Program	STIP Process
TAP (Scenic Byway, Enhancement, ADA, Safe Routes To School)	Letter of Intent, full application, TAP subcommittee review and ranking, ATP inclusion in ATIP
STP-Small Urban	City subcommittee review and ranking, Regional Development Commission conducts regional significance, ATP inclusion in ATIP
STP- Rural	County subcommittee review and ranking, Regional Development Commission conducts regional ranking, ATP inclusion in ATIP
STP Transit **(part of STP-Small Urban in 2017 and 2018)	Transit subcommittee review and ranking, submitted to Office of Transit for review. ATP inclusion in ATIP

The ATP-7 has a role in the following categories:

- Highway/Rail Grade Crossings
- Off-System Bridges
- HSIP (Local)

MAP-21 Program	STIP Process
Highway/Rail Grade Crossings	Selected by Central Office, provided to ATP for inclusion in ATIP
Off-System Bridges	Selected by Central Office with District input, provided to ATP for inclusion in ATIP

HSIP ATP (Local)	MnDOT solicits statewide, provided to ATP for inclusion in ATIP
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- C. Sub-committees will rank projects with input from the RDC's for regional significance in each of the categories and make recommendations to the ATP-7.
- **Transportation Alternatives Projects (TAP)** will be ranked by a sub-committee of RDC, elected officials, State Aid Engineer, the DNR Regional Administrator, MAPO representative, and the 2 County Engineers.
  - **City projects (STP-Small Urban)** will be ranked by sub-committee of City Engineers, elected City Representative and District State Aid Engineer.
  - **County projects (STP-Rural)** will be ranked by a sub-committee of County Engineers, elected County Representatives and District State Aid Engineer.
  - **Transit (STP-Small Urban) projects** will be ranked by a sub-committee of Transit Representatives, RDC Representatives and a MnDOT Representative.
  - **Highway/Rail Grade Crossings** will be selected by Central Office and provided to the ATP for inclusion in the ATIP.
  - **Off system bridges** are selected by Central Office, with District input, and provided to the ATP for inclusion in the ATIP.
  - **HSIP (Local)** will be solicited statewide and provided to the ATP for inclusion in the ATIP.

Each sub-committee will establish a ranking process and define eligibility requirements for project submittals, subject to concurrence by the ATP.

Each sub-committee may add members as they deem necessary, with concurrence by the ATP-7.

- D. District 7's role:
- **State trunk highway projects on the NHS system** are part of the Statewide Performance Program and districts have a role in selecting projects. Selected projects will be provided to the ATP for inclusion in the ATIP.
  - **State trunk highway projects on the Non-NHS systems** are part of the District Risk Management program and are selected by the District. Selected projects will be provided to the ATP for inclusion in the ATIP.

## VII. ATIP Management:

### A. Project Changes:

Subcommittee(s) are charged with reviewing project scope changes, year changes, and cost adjustments and will make recommendations to the ATP for approval.

Project changes, including added inflation costs, are to be managed within the current STIP funding guidance.

## **B. Funding Protection:**

Once a project has been listed in the approved STIP, that project will continue to retain funding unless the ATP has determined that the scope of the project has changed substantially from the original submittal; unless the sponsoring agency requests that the project be withdrawn; or unless the ATP experiences a significant decrease in the funding target resulting in a reprioritization of all projects in that year of the STIP.

- STIP Amendments/Administrative Modifications
  - The STIP, once it is approved by FHWA, may be updated throughout the course of the year, and needs to be updated prior to a project's federal authorization and bid letting, if certain project changes have occurred.
  - Generally, STIP Amendments are needed when:
    - A new project is being added to the STIP
    - There is a change in overall project length of more than 0.3 miles
    - Adding or removing phases of work which increases or decreases the total project cost
    - Changing project scope
    - When the project cost changes by a certain percentage based on the overall cost of the project
  - Generally Administrative Modifications are needed when:
    - The project cost changes by a certain percentage based on the overall cost of the project
    - Project identified that will use a set aside
    - Change of STIP year
    - Addition of a state funded project to the STIP
    - Adding a locally funded project to a federally funded project
    - Technical corrections
    - Adding or removing advance construction
    - Removing a project
    - Splitting a project up
- ◆ Process
  - The District, or partners, will initiate the amendment or modification and the District (in consultation with partners) will determine which document is appropriate and if and how financial constraint is maintained.
  - The needed document is drafted by the District and sent to MnDOT's central office for their review and processing. Central Office compiles the requests statewide, and submits them around the middle of the month to FHWA (of FTA) for their approval.

- ◆ Starting on or before March 26, 2016, the Mankato/North Mankato Area Planning Organization (MAPO) will have a Transportation Improvement Program (TIP) that must also be amended if the project is within the MAPO planning boundaries. MAPO has a TIP amendment process spelled out in their Public Participation Plan.
- ◆ For STIP Amendments, the District will briefly describe project changes that require(d) a STIP Amendment to the ATP as part of the STIP status updates.
- ◆ The ATP will be informed of any MPO TIP amendments.
- ◆ See April 15, 2015 FHWA/FTA and MnDOT Guidance for more detail.

### **C. Failure to Deliver:**

Proposer will inform subcommittee by March 1 if a project will not be deliverable by the deadlines established and based on the end of the state fiscal year. (State Fiscal Year is July 1 through June 30 – Federal Fiscal Year is October 1 through September 30).

### **D. Subcommittee Priorities Honored:**

When the ATP selects projects from the priority lists of the subcommittees, the order of projects on those lists will be honored.

## **VIII. Public Involvement/Communications:**

### **A. Website**

District 7 maintains an ATP-7 website (<http://www.dot.state.mn.us/d7/atp/>), which hosts meeting notices, agendas, minutes, etc. The site also includes ATP membership and information about upcoming solicitations.

### **B. Email lists**

District 7 maintains up-to-date email lists for ATP members, alternate members, subcommittee members, and staff with on-going ATP responsibilities. Email is used to notify members of upcoming meetings, and includes meeting packets, agendas, minutes, handouts, etc. Members are also notified, via email, of any upcoming solicitations.

After an ATP meeting has been held, and all documents related to the meeting are updated on the ATP-7 website, MnDOT District 7 staff will email ATP members with a link to the meeting materials so that members have the most up-to-date information and they are able to share it with their constituent groups.

Direct mailings are used when/if ATP members do not have email available.

### **C. Meetings**

ATP-7 will hold a minimum of five meetings per year. The annual Legislative forum will be held in December or January as part of the ATP meeting schedule. ATP meeting locations will vary throughout the District to accommodate local tours/outreach requests.

#### **D. News Releases**

District 7 distributes news releases whenever a solicitation is open for application. News releases are also used to notify the public about the availability of the draft STIP and the final STIP.

#### **E. Public Meetings**

MnDOT works through the two Regional Development Commissions (Region 8 and Region 9) and the Mankato/North Mankato Area Planning Organization (MAPO) to coordinate public meetings related to the adoption of the ATIP. The RDC's coordinate the public meeting, which is usually held in late-March or early-April. Attendees at the public meeting are presented with an overview of the draft ATIP and they are able to provide review and comment. All ATP meetings are open to the public.

#### **F. Presentations**

MnDOT will make presentation, upon request, to various entities including:

- City Councils
- County Boards
- Chambers of Commerce
- Service Clubs
- Potential Project Submitters
- Associations
- Businesses

#### **G. Workshops**

District 7 may sponsor workshops relating to the various program areas. For example, TAP workshops to inform potential applicants of the program criteria and funding availability. The District has also held HSIP workshops, inviting in County Engineers to discuss how county HSIP plans could be used to spur local HSIP project applications.

ATP appointment process:

**MnDOT Representatives:** The District Engineer appoints 3 representatives to ATP-7; typically these positions include: Assistant District Engineer-Program Delivery, Assistant District Engineer-State Aid, and the Transportation Planning Director.

**Regional Development Commission Representatives (RDC):** The Southwest RDC and Region Nine each appoint one representative to serve on ATP-7. RDC's make the appointment at their annual meeting, which is held in July. The RDC Transportation Planner is appointed as the alternate representative to the ATP.

**County Engineers:** The District County Engineers Association appoints two county engineers to ATP-7. County Engineers serve four year terms. They stagger the terms so that a new County Engineer is appointed every two years.

**City Engineers:** The City Engineers for cities of over 5,000 population in District 7 annually appoint two city engineers to the ATP-7. There are no term limits for City Engineer representatives. When a vacancy occurs (e.g. City Engineer chooses to step down), a new representative is selected by the eight (8) state aid city engineers.

**Transit Representatives:** Public transit providers in District 7 appoint two representatives to ATP-7. There are no term limits and their appointments are re-affirmed annually.

**Elected Officials:** AMC-7 and AMC-8 will each annually appoint a county commissioner from an ATP-7 member county to the ATP-7. The League of MN Cities annually appoints a mayor or councilperson from a city of over 5,000 population to the ATP-7. Elected Official representatives continue to serve unless they choose to remove themselves, or they are not successful in their attempt at re-election. In either case, MnDOT District 7 contacts the respective organization (AMC-7, AMC-8, League of MN Cities) and the organization solicits a new member.

**MAPO (Mankato/North Mankato Area Planning Organization):** The MAPO Policy Board appoints one member to ATP-7. The appointment is reaffirmed at a MAPO Policy Board meeting.

*All organizations may appoint an alternate member to serve in the absence of their primary member.*